

# STATE OF CONNECTICUT

## ***STATE BOARD OF EXAMINERS OF SHORTHAND REPORTERS***

### DRAFT MINUTES

JUNE 2, 2014

The State Board of Examiners of Shorthand Reporters convened June 2, 2014 at 8:30 a.m. in Room 117 of the State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

**Board Members Present:** John Brandon, Chairperson, Shorthand Reporter  
Christine Mannix, Shorthand Reporter  
Patricia Masi, Shorthand Reporter  
Kate Kowalyshyn, Attorney  
William Mangini, Public Member

**Board Members Absent:** None

**Board Member Vacancy:** One Public Member

**Board Counsel Not Present:** Jose Rene Martinez, Assistant Attorney General

**DCP Staff Present:** Richard M. Hurlburt, Director  
Karen Layman, Secretary

**Public Present:** None

*Note: The administrative functions of the Boards, Commissions and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information call Richard M. Hurlburt, Director, at (860) 713-6135 or fax: (860) 706-1255*

**Agency Web Site:** [www.ct.gov/dcp](http://www.ct.gov/dcp)

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Chairperson Brandon called the meeting to order at 8:30 a.m.

### **MINUTES OF PREVIOUS MEETING**

The minutes from the March 17, 2014 and March 24, 2014 meetings were reviewed. John Brandon made a motion to accept the minutes, and all were in favor.

### **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

None

### **APPLICATIONS**

None

### **CORRESPONDENCE**

#### **1. Substitute Bill No. 5299 – An Act Concerning the Findings of the Military Occupational Specialty Task Force**

The Board reviewed this document and agreed that this bill does not apply to shorthand reporter licensing.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **1. Draft letter regarding services being offered by unlicensed people in Connecticut**

At the request of Chairperson John Brandon, Richard Hurlburt drafted a letter to be sent to individuals or companies who may be offering services by unlicensed people in Connecticut. The Board reviewed this draft letter and agreed that it would be appropriate to send out this letter, along with relevant statutes and a shorthand reporter application, upon notification to DCP that there may be an unlicensed person offering shorthand reporter services.

(Board members William Mangini and Kathleen Kowalyshyn were excused from the meeting at 8:36 a.m.)

#### **2. Continuing Education Audit for Shorthand Reporters**

The Board reviewed audit letter responses received by the Department to approve, deny, and recommend further action by the Department as needed.

Chairperson John Brandon made a motion to advise DCP to change the status of all licensees who are not in compliance with the CEU audit at this time to inactive status.

Board voted unanimously to accept this motion.

List of licensees that are not in compliance and are deemed to be inactive at this time:

Alan Brock  
Marian Cummings  
Katherine Delage  
Debbie Ellis  
Wilfred Leon  
Robert Miller  
Carol Wilson

The Board members further discussed and agreed that the state association should be informed of these current unlicensed practitioners that have been changed to inactive status due to failure to comply with continuing education requirements for 2013 renewal. The state association is currently on the mailing list for board matters.

**3. Discussion Regarding Continuing Education Requirements for Shorthand Reporters**

The Board agreed that, at the August 25, 2014 meeting, further discussion should take place and specific language should be drafted regarding what is acceptable and not acceptable for CEU credits to avoid any confusion for future audits. The Board would appreciate the attendance of Tracy Gow, CCRA, at the next meeting to participate in this discussion.

**COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

None

Chairperson Brandon asked if there was any more business to be conducted and, there being none, adjourned the meeting at 9:18 a.m.

Respectfully submitted,

John C. Brandon  
Chairperson

**The next meeting of this Board is scheduled for August 25, 2014 at 8:30 a.m.**